

Directory of DOD Public Health Laboratory Services



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Featured Tutorial: How to Add New Agents to Your Laboratory

Severe acute respiratory syndrome (SARS) was first reported in Asia in February 2003. Over the next few months, the illness spread to more than two-dozen countries in North America, South America, Europe, and Asia, however is now considered to be contained. Like any infectious disease, the world runs the risk of SARS one day re-emerging. Currently, all of the DoD's military medical centers are capable of testing for the SARS-associated coronavirus (SARS-CoV). In order to

maintain the Directory's accuracy, this month's tutorial provides step-by-step instructions on how to update your laboratory's testing capabilities to include SARS or other infectious diseases. If you are in direct association with a DoD laboratory and are in need of editing privileges, please contact Twee Luong with the Directory of DoD Public Health Laboratory Services at luongt@afip.osd.mil or 202.782.2838 in order to upgrade your directory access privileges.

- In order to access the system with a user name and password, laboratory and medical personnel must first register
 with the DoD Directory of Public Health Services. This can be accomplished by accessing the main website at
 http://198.97.78.142/vphl/VPHLASP/LoginAdmin.asp, scrolling down to the bottom of the page, and clicking on
 the REGISTER button. The "New User Profile" will appear as seen in Image 1.
- 2. Fill in as much information as possible, ensuring that contact information is current and allows for a direct link to the POC of the laboratory. To ensure access privileges, select the purpose of your visit from the pull-down menu.

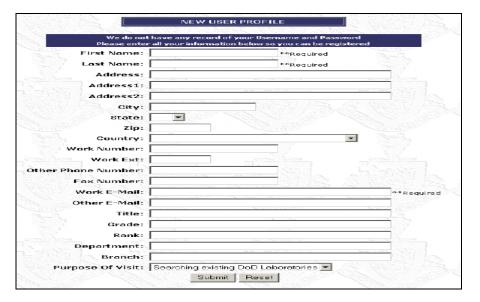


Image 1: New User Profile

3. An email will be sent within 30 minutes confirming the new user name and password. Once registered, new laboratory listings can be quickly uploaded and added to the comprehensive list of entries for immediate use. Entries can also be easily edited and amended to ensure that all information is current and correct.

- 4. Using your user name and password, log into the Directory. From the main page, click on the **LABORATORY** button at the top of the page and then **LIST ALL LABORATORIES** from the drop-down menu. The "Medical Laboratories" pages will appear as that seen in Image 2.
- 5. Choose your laboratory from the list provided by clicking in the corresponding circle on the left of the entry and then clicking the **EDIT** button at the bottom of the screen.

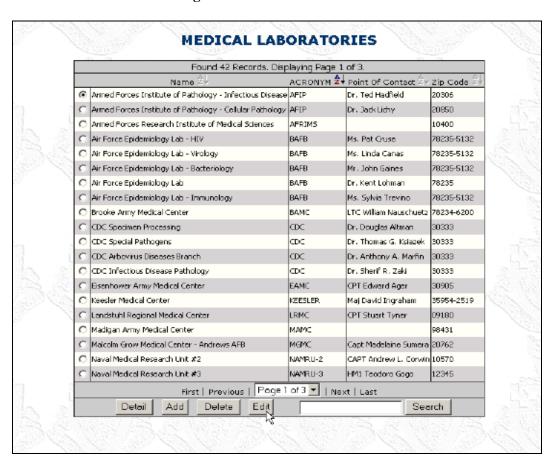
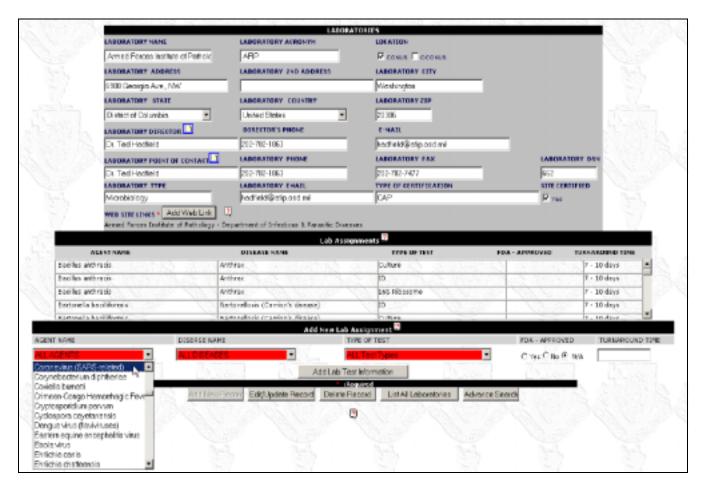


Image 2: Medical Laboratories

- 6. You will then view the detailed information for your laboratory (Image 3). Take a moment to verify that all information is correct, including the names, email addresses, and phone numbers for the current POCs and Laboratory Directors. After making any changes, click **EDIT/UPDATE RECORD** at the bottom of the page in order to save the information.
- 7. To list the laboratory's testing capabilities, click on each respective pull-down menu and choose the proper agent (Coronavirus (SARS-associated)), disease (SARS), and test (ex. PCR). Also enter whether the specific test is FDA approved, and the estimated turnaround time for completion of testing. When an entry is complete, press **ADD LAB TEST INFORMATION** located directly below the pull-down menus.

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8. Repeat Step 7 for every agent for which the laboratory is capable of testing. In the event that a single agent or disease has more than one type of test available, each test requires its own individual entry following the directions as stated above. When all entries are complete, press **EDIT/UPDATE RECORD** in order to save all entered information.

Important Reminders:

- The Directory is now available online 24 hours a day, 7 days a week. It is linked through the AFIP and GEIS Homepages for easy access and can also be searched using Yahoo, Google, or other search engines
- All laboratory information <u>must be validated</u> it is imperative that you register your laboratory for access and then login to update its published information.
- The Directory of DoD Public Health Laboratory Services would like to extend our apologies to those new users who registered since last August newsletter and did not receive a confirmatory email with a user name and password. Unfortunately, due to "viral" problems with our server, there was a delay in obtaining passwords for access to the Directory. We have since located the source of the problem and it has been remedied. We apologize for any inconvenience and we thank you again for your participation.